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AUTHOR	Anthony, Pat; Ratliffe, Sharon A.
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ABSTRACT

In August 1993, a survey was conducted of staff development coordinators (SDC's) at California community colleges to gather data on their positions and characteristics. An analysis was made of the usable surveys returned by 54 colleges and, where appropriate, results were compared with findings from 1990, 1991, and 1992 surveys of SDC's. Study findings included the following: (1) between 1990 and 1993, SDC's responsibilities have increased significantly, reassigned time has increased slightly, while clerical support has decreased; (2) 18% of the respondents were in their first year of the SDC position; (3) 51% reported that their assignment was indefinite, up from 41% in 1992, 47% in 1991, and 48% in 1990, while 12% indicated that their assignment was for 1 year only; (4) faculty members constituted over 64% of the respondents, continuing the trend of increasing numbers of faculty SDC's over the 4-year period; (5) approximately 25% of the respondents reported having no clerical support, up 4% from 1992; (6) SDC responsibilities for activities other than those funded by Assembly Bill (AB) 1725 decreased from 1992 to 1993, reversing the trend towards increasing responsibilities from 1990 to 1992; (7) 57% of the Staff Development Advisory Committee's were chaired by the SDC, compared to approximately 30% in the previous 3 years; and (8) responses indicated that 57% of the colleges assigned their AB 1725 dollars by employee category, up from 46% in 1992, while approximately 50% continue to base funding on an annual needs assessment. Data tables and the survey instrument are included. (KP)

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California Community College Staff Development Coordinators and Program Survey, 1993

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California Community College Council for Staff Development

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ANNUAL SURVEY PROVIDES PROFESSIONAL DEVELOPMENT PROFILES

By Pat Anthony, Orange Coast College, Sharon Ratliffe, Golden West College

In this the fourth annual AB 1725 Staff Development Survey, fifty-four (54) California Community Colleges responded as compared to fifty-six (56) in 1992, and fifty-three in 1991. In 1990, the sample included only the southern region where thirty (30) colleges responded. The survey was mailed from Golden West College in August 1993, and included all Community Colleges as identified by the State Chancellor's Office, Human Development Division.

The following summary of results provides profiles of the position of staff development coordinator, the staff development advisory committee, and professional development activities. Trends are reported where they seem to exist over the four year period.

The Staff Development Coordinator

In general, a comparison of the data collected over the four year period seems to indicate that reassigned time has increased slightly and clerical support has decreased once again and responsibilities of the staff development coordinator has increased significantly.

Years in the Position. There was a 33% increase over the last three years in the number of coordinators that had been in the position five years or more. 18% of the coordinators are in their first year compared to 21% in 1992, and 27% of the coordinators reported they had been in the position 2 to 4 years. [Question #3]

Length of Assignment. Over half of the coordinators reported their assignment as staff development coordinator is an indefinite assignment. Where only 12% of the colleges reported being assigned for one year over 18% last year, 51% reported their assignment was indefinite over 41% in 1992, 47% in 1991, and 48% in 1990. [Question #13]

Method of Selection. Advertising the position and submitting an application continues to be one of the most common methods for selection of the coordinator (37%). There was significant increase in the percentage of coordinators who were assigned the position 37%, compared to 13% in 1992, 23% in 1991 and 8% in 1990. [Question #12]

Employee Classification. Faculty memebers consitituted over 64% of the 1993 respondents in the position of staff development coordinator. This continues the trend increasing the number of faculty in the position from 57% in 1992 and 50% in 1991. 22% identified themselves as managers which is a decrease compared with 29% in 1992. [Question #2]

Reassigned Time. 85% of the respondents to this years' survey have the same amount of released time as last year. There was a 5% increase in the number of coordinators in the 41 to 60% range as compared to the 0 to 40% range. [Question 4 and 5]

Clerical Support. In the 1993 study, approximately one-fourth, 25%, do not have clerical support. This is an increase from the 1992 study where only 21% had no support. 22% have 1-10 hours per week while 11% reported having between 11 and 20 hours per week staying the same from 1992 but decreasing from 19% in 1991. 16% had 31-40 hours per week compared to 21% in 1992 and 1991 and 16% reported they had 31-40 hours per week which again is a decrease over the four years, 21% in 1992 and 1991, and 29% in 1990. [Question #9]

Role and Functions.

AB 1725 Responsibilities. A decrease in the trend for the staff development coordinator to be responsible for activities other than those funded by AB 1725 was clearly defined in this years' study.

A decrease in all those identified, scheduling advisory committee meetings (85%), setting agenda for meetings (85%), chairing meetings (64%), writing, distributing minutes (70%), brown bags sessions, faculty forums (59%), and writing human development resource plan (72%) decreased from 3% to 12% from last years percentile. The only area that increased in responsibility was evaluation reporting of all activities, 88% in 1992 to 90% in 1993. [Question 6,8,14,15,21,22,23,24]

Membership on Committees. Close to three-fourths of the coordinators were reported as serving on committees other that the AB 1725 Advisory Committee in 1993. This figure continues the four year trend (63% to 65% to 68% to 72%). The most commonly mentioned committee assignments included flexible calendar, district staff development and academic senate; and advisory committee subcommittees for classified staff, faculty and managers. [Question 16]

Additional Responsibilities. Slightly over half (51%) of the respondents reported that the coordinator is responsible for activities other than those funded by AB 1725. This a reverse in the trend that has been climbing steadily since 1990 in the reporting of additional responsibilities (63% in 1990, 65% in 1991, and 68% in 1992). The most commonly mentioned types of responsibilities include flexible calendar, liaison on college committees to provide input on staff development, and overseeing other staff development related activities and programs. [Question 14]

The Staff Development Advisory Committee

Committee Size and Composition. [Question #17]

Committee Chair. Significant change was reported in regards to who chairs the staff development committee and their classification. 57% identified the staff development coordinator as the chair of the committee. This is much higher than previous years (1992, 32%, 1991, 30%, 1990, 36%). Faculty members still occupy the largest percentage as coordinator 19%, however classified tripled their numbers from 3.5% in 1992 to 9.25% in 1993. Management dropped from 21% in 1992 to 15% in 1993. There was an increase from 7% to 11% in 1993 in the designation of other and most reported that the position was filled by supervisory or confidential employees. [Question #18]

Subcommittee. [Question #19]

Assignment of Funds. Response indicated that 57% of the colleges assign their AB 1725 dollars by employee category. This was an 11% increase over last year and continues the trend (37% to 38% to 46% to 57%). In addition, approximately 50% continue to base funding on an annual needs assessment while about 9% assess needs bi-annually, 24% every 2 years and 9% every 3 years. [Question #25 and 11]

ANNUAL AB 1725 STAFF DEVELOPMENT SURVEY DATA

1993

Question #3 **Number of years in position of Staff Development Coordinator**

YEAR	1990		1991		1992		1993	
	N	%	N	%	N	%	N	%
1 yr. or less	18	60	16	31	21	38	16	18
2 to 4 years	10	34	30	56	29	51	27	49
5 yrs. or more	2	6	7	13	6	11	9	16
No response							2	4
	30	100	53	100	56	100	54	100

Question #4 **Amount of released time:**

YEAR	1990		1991		1992		1993	
	N	%	N	%	N	%	N	%
0 to 20%	9	30	25	47	28	50	22	41
21 to 40%	9	30	6	11	8	14	10	19
41 to 60%	4	13	6	11	3	6	6	11
61 to 80%	5	17	5	10	5	9	4	7
81 to 100%	1	3	8	15	8	14	7	13
No response	2	7	3	6	4	7	5	9
	30	100	53	100	56	100	54	100

Question #5 The amount of released time is:

YEAR 19--	90		91		92		93	
	N	%	N	%	N	%	N	%
Same as last year	18	60	37	70	41	73.21	46	85.18
Increase	9	30	6	11	5	8.93	2	3.70
Decrease	1	3	2	4	5	8.93	3	5.56
No response	2	7	8	15	5	8.93	3	5.56
	30	100	53	100	56	100	54	100

Question #2 Employee classification of Staff Development Coordinator is:

YEAR	1990		1991		1992		1993	
	N	%	N	%	N	%	N	%
Classified	1	3.33	2	3.77	1	1.78	2	3.70
Faculty	21	70.0	27	50.94	32	57.14	35	64.81
Manager	6	20.0	12	22.65	16	28.57	12	22.22
Other*	0	0	8	15.09	4	7.14	4	7.40
No response	2	6.67	4	7.55	3	5.37	1	1.85
	30	100	53	100	56	100	54	100

*Other includes combination of faculty/manager; classified/faculty

Question #17 The AB 1725 Staff Development advisory Committee is made up of:

YEAR	1990		1991		1992		1993	
	N	%	N	%	N	%	N	%
Classified			226	28.32	292	29.59	205	31.20
Faculty			381	47.74		45.49	288	43.84
Manager			191	23.94	150	23.37	133	20.24
Student					4	.62	3	.46
*Other					6	.93	20	3.04
No response							4	.61
			798	100	642	100	657	100

*Other answers varied between students, confidential, supervisory personnel

Average number of Committee Members by Classification:

YEAR	1990	1991	1992	1993
	Avg. #	Avg. #	Avg. #	Avg. #
Classified	4	4.43	3.52	4.36
Faculty	5	7.47	5.41	5.88
Manager	3	3.75	2.78	2.83
Average Total #	12	15.64	11.89	13.07

Question 18. The chair of the Advisory Committee is:

YEAR	1990		1991		1992		1993	
	N	%	N	%	N	%	N	%
SD Coordinator	11	36.67	16	30.19	18	32.14	27	50
Member is: Classified	3	10.0	5	9.43	18	32.14	1	1.85
Faculty	12	40.0	12	22.64	18	32.14	6	11.11
Manager	4	13.33	14	26.42	12	21.43	5	9.26
*Other		n/a	4	7.55	4	7.15	12	22.22
No Response		n/a	2	3.77	2	3.57	3	5.56
	30	100	53	100	56	100	54	100

*Shared responsibility for chairing the committee.

Question #19 Sub committees to the Advisory Committee include:

37 respondents (68.51%) identified 24 different subcommittees. The most common was Flex Day (14). The following types of subcommittees were named by 1 to 5 respondents: Calendar Committee, Faculty, Classified, Management Committees, Academic Senate, College Council, Educational Services Management Committee, budget, quality,m Human Resources Advisory Committee, Grants, Tech Prep, Planning and budget, President's Council, Customer Service, Disaster Preparedness, Instructional Goals and Planning, Title III, Recognition, District Staff Development, Diversity, and Retreat Committee.

Question #20 Voting members of the Advisory Committee include:

In general, all members, classified, faculty, and management, are voting members as are students and adjunct committee members. In the majority of instances, the chair does not vote.

Question #25. Do you assign dollar amounts by employee category:

YEAR	1990		1991		1992		1993	
	N	%	N	%	N	%	N	%
Yes	11	36.67	20	37.73	26	46.43	31	57.41
No	18	60.0	19	35.85	26	46.43	21	38.39
No response	1	3.33	14	26.42	4	7.14	2	3.70
	30	100	53	100	56	100	54	99.50

Question 7. Who completes the expenditure report and tracks the budget:

YEAR	1990		1991		1992		1993	
	N	%	N	%	N	%	N	%
SD Coord.	19	63	28	52.83	27	48.21	25	46.30
Business Off.	11	27	12	22.64	13	23.21	4	7.40
Pres. Off.	n/a	n/a	1	1.89	1	1.79	5	9.26
*Other	n/a	n/a	8	15.09	7	12.50	17	31.48
No response	n/a	n/a	4	7.55	8	14.29	3	5.56
	30	100	53	100	56	100	54	100

*Other - Shared responsibility for completing expenditure report and tracking budget.

Questions 26,28, 31, 33, 34, 40. Do you spend AB 1725 funds on: (Top 5 in order of number reporting)

Rank	1990	1991	1992	1993
Workshops/Conference Attendance	1	2	1	1
Facilitators/Speakers	2	1	1	1
Retreats/Advancements	3	4	2	2
Flex Day Activities	4	4	3	3
Retraining/Upgrading	5	5	5	4
Research/Travel	n/a	3	4	4

Questions 6,8,15,21,22,23,24. Are you responsible for:

% Reporting Yes	1990	1991	1992	1993
Scheduling Advisory Comm. Mtg.	83	86	88	85
Setting Agenda for Mtgs.	86	86	89	85
Chairing Mtgs.	73	74	82	64
Writing/Distributing Minutes	66	73	77	70
Brown Bag Sessions, Faculty Forums	60	64	68	59
Writing Hum. Dev. Resource Plan	69	74	80	72
Evaluation Report of All Activities	86	79	88	90

Question #9. Do you have clerical support?

Hours per week % Reporting	1990	1991	1992	1993
1 - 10	29	25	25	22.22
11 - 20	14	19	11	11.11
21 - 30	0	11	16	16.67
31 - 40	29	21	21	1667
No clerical support	28	19	21	25.93
No response	0	5	0	7.4

Question #11. Frequency of Needs Assessment Survey.

Frequency % Reporting	1990	1991	1992	1993
Annually	40	57	50	46.30
Bi-annually	10	4	11	9.26
Every 2 years	30	28	24	25.93
Every 3 years	20	9	11	9.26
Needs not assessed		2	4	1.85
Other				1.85
No Response				5.55

Question #12. How is Staff Development Coordinator determined:

Method % Reporting	1990	1991	1992	1993
Recruited	22	21	18	14.81
Advertised/Applied	31	28	31	35.19
Interviewed/Selected	19	26	30	31.48
Assigned	8	23	13	7.4
Other*	3	2	11	5.56
No response	17			5.56

*Other includes a combination of the four methods.

Question 13. Length of Assignment as Staff Development Coordinator:

% Reporting	1990	1991	1992	1993
1 Year	20	6	18	12.96
2 Years	32	21	27	24.07
3 Years		8	2	5.60
Indefinitely	48	47	41	50.00
No response		7	12	7.41

Question 14. Is Staff Development Coordinator responsible for activities other than those funded by AB 1725:

% Reporting	1990	1991	1992	1993
Yes	63	65	68	50
No	37	35	32	44.44
No Response				5.56

Most common types of activities include flex activities, liaison on college committees to provide input on staff development, and other staff development related workshops and programs.

Question #16. Must Staff Development Coordinators serve on other committees:

% Reporting	1990	1991	1992	1993
Yes	53	61	64	74.07
No	47	39	36	18.52
No Response				7.41

Most typical assignments include flex committee, district staff development committee, academic senate, subcommittees for classified staff, faculty, and managers.

Question #50. Most successful activity:

Classified - Effective Writing Skills for Busy People
Travel to workshops and conferences for faculty and staff, year long.
Spanish course for faculty and staff, and classified retreat.
Increase computer skills.
Greater sensitivity to cultural differences.
Department retreats.
Travel.
Job shadow.
Spanish for staff.
A Campus of Difference.
Art Studio Tour of Faculty members.
"How to Handle Conflict, Criticism & Anger: workshop - Terry Stager facilitator with National Seminars Group.

An all-day conference for all interested staff "Making Connections" - mainly toward and attended by classified and managers but open to all - group sessions, workshops, speaker - goals improved communication, teamwork.
ISW.
Adult Pedagogy and CPR.
MultiMedia Presentations.
Faculty/Staff Retirement Dinner moved to much nicer facility with more funding for gifts, entertainment too and with golden handshake there were 16 retirees.
Our district required day with the different breakout sessions and the Great Teachers Retreat.
Fine Arts Division retreat on cultural diversity.
Mini grants, all college day.
All the flex programs/activities.
CATS.
Classified staff: customer service training.
Faculty: Joint curriculum workshops with sister college & department workshops.
Off campus shared governance conference.
"Just for the Health of it" Classified Appreciation Day.
"Who are our Students" panel discussion with Marty Levine (San Diego News Anchor man.)
Flex Days.
Concert by the Andean Ensemble "CHASQI" from CSU - San Marcos.
Inter District (2 campus) Flex day Symposium.
Classified Staff Development Day.
CPAC Retreat, Staff Recognition Awards Program, Holiday Breakfast for all staff. Those activities that include a broad cross section of faculty and staff; also computer workshops.
6 days at intersession where faculty from sister colleges attended our programs (resulted from publication of LACCD catalog of activities.
Employee Recognition Day.
College Retreat.
Diversity Awareness Training - 20 people participated all campus groups represented.
Campus retreat.
Native American Culture.
Classroom assessment; Collaborative Learning;
Gimmicks, Games and Gizmos to Enhance Learning.
Classified Retreat.
40 person, 2 day retreat with Lillian Roybal Rose on "Understanding Cross Cultural Communication" Faculty, Classified and Managers participated.
Classified professional development day.
Faculty flex program.
Leadership at Napa Valley College.
Funds to attend conferences that relate to employee's responsibility.
CPR & computer training for classified, Development of a model classroom.
"Great Teachers".

Computer training in Resource Center Lab.
Increased involvement of classified staff in Prof. Development Activities.
Institute for Inter-cultural education.
Conferences, Flex activities/speakers.
CATS program.
Staff Recognition Dinner For Classified.
Mandatory Flex day Spring 1993.
Staff Recognition Day.
Classified Retreat.
Meting with High School teachers District Wide.
Innovative Abstracts sent to every faculty member.
Great College Seminar: Classified, faculty, administrators on retreat to solve common problems.
Campus Great Teachers Seminar.
Activities on Self Assigned Flex Day.
Faculty Lecture Series.
Classified workshops.
Retreats--all kinds; Faculty Retreat, Classified Retreat, and department retreats.

51. What activity was the least successful last year?

Classified - Customer Service
Management - Cultural Diversity
Workshop for part-time faculty. It was hard to find optimal time for part-time faculty.
Stress reduction workshops.
STRS Workshop.
Video conference - "1st Annual Conference for Working Women."
Literature Reading Groups.
Weekend retreat on ethics - canceled due to management concern that retreat would look extravagant in these difficult times -- never mind that it was SD money and faculty and staff wanted it.
Management Training.
Individual flex-base contract day (january 1993). One participant in this program.
Management Teleconference.
A "classroom research" presentation that was listed as a "student Learning Styles" presentation.
Leadership Retreat.
Brown Bag lunches.
Opening Day - the room was not good for the program.
Mandated Day.
Flex workshop on use of MacIntosh computer by novices.
101 Things to Do Besides Lecture.
Images of Women in Film.
Several Flex workshops canceled for lack of interest.
Faculty Mentor program needs work and aspects of management retreat wrong group size and structure.
CPR Training.
TQM Training.
Teleconference.

CALIFORNIA COMMUNITY COLLEGE COUNCIL FOR STAFF DEVELOPMENT

STAFF DEVELOPMENT COORDINATORS AND PROGRAM SURVEY

TO ALL STAFF DEVELOPMENT COORDINATORS:

The following survey is designed to determine what you do for both AB 1725 Staff Development and other staff development programs on your campus. This is the third year the survey has been conducted, providing longitudinal information. A summary comparing the first two years of the survey (1990-91 and 1991-92) can be found in the Summer, 1992, issue of the *Journal of Staff, Program, and Organizational Development*.

Please complete this survey to the best of your knowledge. **Return the completed survey by** Fri., September 17 to Sharon Ratliffe, Golden West College, 15744 Golden West St., Huntington Beach, CA 92647.

Results will be sent to all respondents.

Thank you!

Name:_____

Title:_____

College:_____

Address:_____

City:_____ Zip:_____

Phone:_____

Fax:_____

Fill in and/or circle answer. You may select more than one answer where appropriate.

1. Total employee count on our campus is:

   a) Classified _____
   b) Faculty _____
   c) Manager _____
   d) Other _____

Staff Development Coordinator:

2. Employee classification:

   a) Classified
   b) Faculty
   c) Manager
   d) Other_____

3. In position for:

   a) 1 year or less
   b) 2 years
   c) 3 years
   d) 4 years
   e) 5 or more years

4. Amount of release/reassigned time:

   a) 0-20%
   b) 21-40%
   c) 41-60%
   d) 61-80%
   e) 81-100%

5. This amount is:

   a) The same as last year
   b) An increase over last year
   c) A decrease over last year
   d) Comments_____

6. Are you responsible for writing the Human Development Resource Plan?

   a) Yes
   b) No

7. Who completes the AB 1725 Expenditure Report for the state and tracks the budget?

   a) Staff Development Coordinator
   b) Campus Business Office
   c) District/Chancellor/President's Office
   d) Other _____

8. Are you responsible for an evaluation report of all activities?

   a) Yes
   b) No

9. Do you have clerical support?

   a) Yes, 1 - 10 hours per week
   b) Yes, 10-19 hours per week
   c) Yes, 20-29 hours per week
   d) Yes, 31-40 hours per week
   e) No, I do not have clerical support

10. Are you responsible for developing the Needs Assessment Survey?

    a) Yes
    b) No

11. How frequently do you administer a Needs Assessment Survey?

    a) Annually
    b) Bi-annually
    c) Every 2 years
    d) Every 3 years
    e) Needs have not been assessed on our campus

12. How was your assignment as Staff Development Coordinator determined?

    a) I was recruited
    b) The position was advertised and I applied
    c) I was assigned the position
    d) Other_____

13. What is your length of assignment as Staff Development Coordinator?

    a) 1 year
    b) 2 years
    c) 3 years
    d) Indefinitely

14. Are you responsible for staff development activities other than those funded by AB 1725?

a) Yes
b) No
If yes, please list:_____

_____

15. Are you responsible for arranging "brown bag" sessions, faculty forums, etc.?

a) Yes
b) No

16. Does being the Staff Development Coordinator necessitate your being on additional committees?

a) Yes
b) No

If yes, please list:_____

_____

Staff Development Advisory Committee

17. Our AB 1725 Staff Development Advisory Committee is made up of:

a) Faculty #_____
b) Classified #_____
c) Managers #_____
d) Other #_____

18. The chair of our advisory committee is:

a) Staff Development Coordinator
b) Classified committee member
c) Faculty committee member
d) Manager committee member
e) Other_____

19. There are the following sub-committees to the advisory committee:

a) Faculty_____
b) Classified_____
c) Managers_____
d) Flex_____
e) Other_____

20. Voting members of the advisory committee include:

a) Faculty
b) Classified
c) Managers
d) Chair
e) Other _____

21. Are you responsible for scheduling advisory committee meetings?

a) Yes
b) No

22. Are you responsible for setting agenda for advisory committee meetings?

a) Yes
b) No

23. Are you responsible for writing and distributing minutes of advisory committee meetings?

a) Yes
b) No

24. Are you responsible for chairing advisory committee meetings?

a) Yes
b) No

25. Does the committee assign dollar amounts by employee category?

a) Yes
b) No

AB 1725 Funds are spent on:

26. Workshop/conference attendance?

a) Yes
b) No
c) Faculty/Adjunct
d) Classified
e) Manager

27. Release/reassigned time?

a) Yes
b) No
c) Faculty/Adjunct
d) Classified
e) Manager

28. Retreats/"advancements"?

a) Yes
b) No
c) Faculty/Adjunct
d) Classified
e) Manager

29. Curriculum development?

a) Yes
b) No
c) Faculty/Adjunct
d) Classified
e) Manager

30. Tuition reimbursement?

a) Yes
b) No
c) Faculty/Adjunct
d) Classified
e) Manager

31. Research/travel?

a) Yes
b) No
c) Faculty/Adjunct
d) Classified
e) Manager

32. Equipment/supplies?

a) Yes
b) No
c) Faculty/Adjunct
d) Classified
e) Manager

33. Facilitators/speakers?

a) Yes
b) No
c) Faculty/Adjunct
d) Classified
e) Manager

34. Retraining/upgrading?

a) Yes
b) No
c) Faculty/Adjunct
d) Classified
e) Manager

35. Newsletters?

a) Yes
b) No
c) Faculty/Adjunct
d) Classified
e) Manager

36. Adjunct Mentor Program?

a) Yes
b) No
c) Faculty/Adjunct
d) Classified
e) Manager

37. New employee orientations?

a) Yes
b) No
c) Faculty/Adjunct
d) Classified
e) Manager

38. New employee mentor programs?

a) Yes
b) No
c) Faculty/Adjunct
d) Classified
e) Manager

39. Faculty/Staff Resource Center?

a) Yes
b) No
c) Faculty/Adjunct
d) Classified
e) Manager

40. Flex Day Activities?

a) Yes
b) No
c) Faculty/Adjunct
d) Classified
e) Manager

41. Community College Exchange Program (CCEP)?

a) Yes
b) No
c) Faculty/Adjunct
d) Classified
e) Manager

Evaluation:

42. What are the main benefits of staff development as reported by faculty?

a) Improved teaching techniques
b) Increased use of computers and technology
c) Greater sensitivity to cultural diversity
d) Increased collegiality with other faculty and employees
e) Other_____

43. By what method(s) do faculty report these benefits?

a) Evaluation forms
b) Needs assessments
c) Word of mouth
d) Other_____

44. What are the main benefits of staff development as reported by classified staff?

a) Increased computer and technological skills
b) Increased customer service skills
c) Greater sensitivity to cultural diversity
d) Sense of empowerment within the organization, including increase in self esteem
e) Opportunity to participate in problem-solving
f) Other_____

45. By what method(s) do classified staff report these benefits?

a) Evaluation forms
b) Needs assessments
c) Word of mouth
d) Other_____

46. What are the main benefits of staff development as reported by managers?

a) Benefits organization as a whole
b) Increased team work
c) Increased communication
d) Higher morale
e) Increased leadership, communication and decision-making skills
f) Increased skills in computer usage and technology
g) Other_____

47. By what method(s) do managers report these benefits?

a) Evaluation forms
b) Needs assessments
c) Word of mouth
d) Other_____

48. What are the main benefits of your staff development program for student learning?

a) Positive changes in the campus and classroom climate
b) More interactive instructional strategies
c) Increase in strategies sensitive to diversity.
d) Use of classroom assessment techniques combined with pre/post assessments administered to students.
e) Other_____

49. By what method(s) are these student outcomes determined?

a) Evaluation forms
b) Needs assessments
c) Word of mouth
d) Other_____

50. What staff development activity proved to be the greatest success on your campus last year?

_____

_____

_____

51. What activity was the least successful last year?

_____

_____

_____

52. Have you completed an annual review or evaluation of your 1992/93 staff development program?

a) Yes
b) No

If yes, please attach a copy of the review/evaluation.

If no, when will the review be completed?_____

Please send a copy when completed.

Thanks again for your prompt response to this survey!

Return by

Sharon Ratliffe
Golden West College
15744 Golden West St.
Huntington Beach, CA 92647

Phone: (714) 895-8180
Fax: (714) 895-8243

List speakers or consultants that you highly recommend, including contact information for each of them.

Speaker/Consultant's Name: _____

Street Address _____

City_____State___Zip_____Phone _____

Speaker/Consultant's Name: _____

Street Address _____

City_____State___Zip_____Phone _____

Speaker/Consultant's Name: _____

Street Address _____

City_____State___Zip_____Phone _____

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Speaker/Consultant's Name: _____

Street Address _____

City_____State___Zip_____Phone _____

Speaker/Consultant's Name: _____

Street Address _____

City_____State___Zip_____Phone _____

Survey instrument designed by:

Avril Lovell, Rancho Santiago College
Sharon Ratliffe, Golden West College
Pat Anthony, Orange Coast College

6/93